



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

June 28, 2013

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

RESCIND THE HARD-HIRING FREEZE AND FREEZE ON NON-ESSENTIAL SERVICES, SUPPLIES, AND EQUIPMENT

On June 24, 2013, the Board of Supervisors rescinded the hard-hiring freeze and the freeze on non-essential services, supplies and equipment purchases for all departments, which had been in effect since February 2009. Effective July 1, 2013, Chief Executive Officer (CEO) approval is no longer required to hire, and the CEO and Auditor-Controller will no longer freeze the appropriations for non-essential purchases of services, supplies, and capital assets.

Although the freeze is lifted, departments must continue to prudently scrutinize all expenditures and be mindful that the County's budget is still trying to stabilize. The freeze on travel and training requests, tuition reimbursement, mileage claims, renovations, and capital assets expenditures has been lifted, however all discretionary expenditures should be carefully reviewed and approved on a case-by-case basis.

This memo provides additional information and reminders for departments to consider in light of the freeze being lifted.

- Existing policies currently in place for items such as Additional Responsibilities Bonus, Special-Step Placements, Supervisor/Subordinate Pay, MAPP, etc., which require CEO approval will not change.
- All Information Technology purchases and staffing must be coordinated with the Chief Information Office.
- All human resources staffing additions must be coordinated with the Department of Human Resources.

"To Enrich Lives Through Effective And Caring Service"

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- The hiring of 120-day retirees no longer requires CEO approval; however, please be mindful of the direction provided by our office on February 23, 2010 to reduce 120-day retirees to an absolute minimum.

Although the freeze may have been difficult, it proved to be an effective tool to control expenditures during the economic downturn. For this, I want to thank you, your managers, and your employees for adhering to the freeze and the many sacrifices your organization endured during the almost four and half years the freeze was in place.

If you have any questions, or would like additional information, please contact Sid Kikkawa at (213) 974-6872 or skikkawa@ceo.lacounty.gov.

WTF:SK
MM:AB:alc

c: Each Supervisor
Chief Deputies
Administrative Deputies